

STATEWIDE JOB ANNOUNCEMENT
FULL TIME NATIONAL GUARD FOR COUNTERDRUG - TITLE 32
SUBJECT TO ANNUAL FUNDING

CD ANNOUNCEMENT #: CD 16-008

OPEN TO: TX Counterdrug – [AIR NATIONAL GUARD MEMBERS ONLY](#) (Permanent & Temps may apply)

OPEN DATE: 04 August 2016

CLOSING DATE: 18 August 2016

POSITION TITLE: J1 Personnel and Administration NCO

WORK LOCATION: Camp Mabry, Austin, TX

RANK: E-Grade Limitation: Not less than E-5/ Not to exceed E-6
Officers and Warrant Officers are not eligible to apply

BRANCH: Texas [AIR NATIONAL GUARD ONLY](#) (Permanent & Temps)

HOW TO APPLY: Applicants assemble and mail the listed documents below. **NO BINDERS OR STAPLES. We will not accept scanned or faxed applications unless you are currently deployed. Applications must be received NLT 1400 hrs on the closing date.**

1. Memorandum of Consideration stating in your words, why you are the best candidate for the position.
2. Report on Individual Personnel (RIP).
3. Last three Counterdrug evaluations (Can be substituted with unit evals if you have not received three CD evals). If you do not have any evaluations, submit a memo stating the reason.
4. Current and passing Physical Fitness test.
5. Military Biographical Summary in accordance with Air Force Instruction that details all experience.
6. Point Credit Summary (PCARS)

NOTE: Information not mentioned above may be included and is encouraged in order to assist in the determination and verification of skills and experience, i.e., course certificates (military and civilian), college transcripts, DD Form 214, etc. Additional information should convey your skills and experience and clearly reflect your potential pertaining to the position applied for.

All Application Criteria must be provided. Only complete application packets will be considered.

WHERE TO MAIL APPLICATION:

Mail to:

NGTX- Counterdrug Task Force
P.O. Box 5218
ATTN: MSG G. Gonzales
(Bldg 41/ Room 202
Austin, TX 78763-5218

If you choose to use FedEx/UPS/ or
another courier, use this address:

NGTX- Counterdrug Task Force
ATTN: MSG G. GONZALES
2200 W 35th Street
Camp Mabry- (Bldg 41/Room 202)
Austin, TX 78703-1222.

Applications must be received NLT 1500 hrs on the closing date.

POC for submission is MSG Gonzales (512) 782-6922, or 1SG Overshown (512) 782-7786. We can also be contacted by email at ng.tx.txarng.list.cdjobs@mail.mil.

CONSIDERATION:

All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, age, political affiliation or other non-merit factors.

NOTE: IAW JCDTF SOP, vacancies will be offered to applicants based on their placement on the order of merit list (OML). Service members who decline a position will be removed from the OML.

DUTIES AND RESPONSIBILITIES (In no particular order): This position is a dual mission duty assignment:

1. Processes awards, position announcements, DD214's, and retirement actions.
2. Assist with the J1 NCOIC and OIC to write and post position vacancy announcements.
3. Assist with coordination and scheduling of selection panels.
4. Assist in preparing application packets for Order of Merit Panels or boards.
5. Assist in processing and coordinating the final selection results with Command channels.
6. Tracks and processes personnel evaluations; tracks completion and delinquencies.
7. Assist with managing the Counterdrug awards program.
8. Assistance POC for medical, dental and educational benefits.
9. Tracks and processes DD Form 214's.
10. Assist with processing and tracking sanctuary and retirement actions.
11. Primary J1 lead POC for Temp hiring.
12. Tracks all personnel gains and losses.
13. Assist with requests for travel orders, tour orders and tour order amendments
14. Maintain filing for all areas of responsibility.
15. Maintains and manages personnel files FTSMCS.
16. Enters required personnel data into J1 database.
17. Establishes and continually improves operational processes assigned to the J1 Orders and Human Resources sections.

18. Provides guidance and mentorship to all personnel in effort to help maximize productivity (cross-train).
19. Responsible for management of daily PERSTAT.
20. Coordinates with the J3 for in-processing/train-up coordination.
21. Back up and assist all sections as needed.
22. Other duties as assigned by J1 NCOIC/OIC.

SERVICE MEMBER CONSIDERATIONS:

1. Member must possess a Secret Clearance.
2. Must possess 3D0X1 or 3S0X1 AFSC.
3. Must have current access and working knowledge of the following systems:
 - a. SIDPERS
 - b. AROWS
 - c. AFCOS
 - d. TRANSPROC
 - e. FTSMCS
4. Have experience in the following areas: Personnel, Operations, and Administration
5. Applicant must maintain appropriate level of physical readiness and pass the appropriate service fitness test IAW service regulations.
6. Must not be under a current Suspension of Favorable Personnel Actions (FLAGS).
7. Intermediate to advanced level of experience and training in Microsoft Office suite (ie. PowerPoint, Word and Excel).

SELECTIVE PLACEMENT FACTORS:

1. PCS funding is NOT available.
2. Must have minimum 1 year retainability with TXMD traditional/M-Day unit of assignment.
3. Must have less than 17 years Total Active Federal Services (TAFS).
4. Must remain in position for a minimum of 36 months.
5. Must be qualified for continued service in the Joint Task Force Counterdrug Program IAW NGR 500-2, to include: being deployable asset; have Unit Commander's recommendation for initial or continued service in the Counterdrug Program; not have any unfavorable actions of any kind; no record of moral turpitude or convictions of any kind; meet the medical standards IAW applicable Army or Air Force Regulations (Temporary Profiles will be considered on a case by case basis); must not be under a current Suspension of Favorable Personnel Actions (FLAGS); and maintain physical fitness standards IAW applicable Air Force Regulations.
6. Requirement to continue attendance at IDT/IAD and AT while on FTNGDCD.
7. Status of Counterdrug funding changes from year to year and may warrant reduction in force.
8. Standards of Conduct:
 - a. Members are required to uphold the highest standards of conduct and personal appearance. Outside employment, association and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies.
 - b. National Guard members participating in the Counterdrug Support Program are required to comply with state laws and with DOD 5500.7-R., they are required to uphold the highest standards of conduct and personal appearance.

NOTE: APPEARANCE BOARD MAY BE REQUIRED FOR THIS POSITION.

NOTE: ALL COLLEGE CREDIT, (I.E., SEMESTER HOURS, DEGREE) MUST BE ANNOTATED ON RIP SHEET OR OTHER VERIFICATION (TRANSCRIPTS, DIPLOMA) MUST BE INCLUDED IN APPLICATION PACKET.

NOTE: APPLICANTS MUST SUBMIT A MEMORANDUM FOR RECORD TO THE PRESIDENT OF THE BOARD IN PLACE OF ANY REQUIRED DOCUMENT ON THE APPLICANT CHECKLIST STATING THE REASON FOR NONSUBMISSION.

NOTE: ALL LAW ENFORCEMENT TRAINING MUST BE DOCUMENTED WITH CERTIFICATES OF COMPLETION AND NUMBER OF COURSE HOURS - A COPY OF TRAVEL ORDERS FOR THE COURSE WITH DATES MAY BE CONSIDERED FOR CASES WHERE THE CERTIFICATE DOES NOT HAVE THE COURSE HOURS ON IT.

NOTE: THE JCDTF IS A STATEWIDE PROGRAM AND TASK FORCE MEMBERS ARE SUBJECT TO PCS REQUIREMENTS BASED ON THE NEEDS OF THE PROGRAM. RECOMMENDED INDIVIDUAL (S) WILL NOT MAKE PLANS TO MOVE TO NEW ASSIGNMENT UNTIL FORMALLY NOTIFIED THAT BOARD RECOMMENDATION HAS BEEN APPROVED AND PCS FUNDS (IF APPLICABLE) ARE AVAILABLE AND HAVE BEEN OBLIGATED.

NOTE: IF APPLICABLE, ADVANCEMENT TO THE NEXT HIGHER GRADE IS NOT AUTOMATIC. SELECTED APPLICANT(S) WILL NOT ACCEPT OR BE PROMOTED TO THE NEXT HIGHER GRADE WITHOUT PRIOR APPROVAL.